

## COLLATERAL CHECK REPRESENTATIVE

### Security National Automotive Acceptance Company LLC. - Mason, Ohio

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

A fantastic opportunity has emerged to join this leading financial services firm as a **Collateral Check Representative** focused on Auto loans.

We're looking for someone with general Excel skills with an excellent eye for detail and who is organized and accurate, retail and mortgage industry experience is preferred. This Collateral Check Representative will be responsible for reviewing collateral check for accuracy and cross check with the information in the system. The ability to follow up on missing items with customers where appropriate and alert contract processor/ management when necessary on issues. And perform customer interviews.

#### POSITION REQUIREMENTS:

- A demonstrated history of significant attention to detail
- Effective PC skills, including work processing, spreadsheet and internal software. Ability to learn to use specific programs as necessary.
- Knowledge of loan documents/loan files.
- Effective verbal and written skills are necessary to provide courteous and professional customer service and correspond effectively with team members, management, dealers and internal/external legal council.
- Strong Customer Service skills.
- Organizational skills and attention to detail are required to perform tasks in a highly efficient manner.
- Ability to lift file boxes weighing about 50 pounds.

**EDUCATION / EXPERIENCE REQUIREMENTS:** High School Diploma or equivalency required; must be able to show professional history of success using attention to detail.

**SCHEDULE REQUIRED:** He/ She would be required to work for 40 hours but time would vary from 7:00am – 10:00pm (M-F). With working every Saturday from 10 am-7 pm.

**BENEFITS:** Medical Insurance (Anthem Blue Cross / Blue Shield), Dental Insurance, Life, STD and LTD Insurance Coverage Available; Paid Time Off (10 Days during your first year) + 6 Holidays; 401K Investment Plan (50% Match- 1% - 5% contribution; 25% Match 6%- 10% contribution)

**PAY:** \$11.00 - \$11.50 /Hour plus Bonus based on monthly team results - average \$150-\$200/mo

**ABOUT SNAAC:** Celebrating our 25th year in business, we offer excellent benefits for our associates, including employee referral program, career growth, business casual dress in a professional environment and much more. We are excited to offer you a great opportunity to work for a fun, exciting and growing company. While others have experienced layoffs and downsizing, we have continued to remain strong due in large part to our excellent environment and associates.

**TO APPLY:** Please send resume and salary requirements to [hr@snaac.com](mailto:hr@snaac.com) with Collateral Check Representative in the subject line.

EOE